

ADVISORY BOARD MEMBER POSITIONS

CommunityEngagement@Wayne is recruiting board members. The 11 open positions are not paid, and require commitment from fall 2009 to spring 2010. This commitment includes participating in meetings, events, and trainings that may be in addition to board member meetings. Listed below is a list of open positions for prospective CommunityEngagement@Wayne Advisory Board members. Descriptions of each position are detailed in the following pages.

Steering Committee Representative, Board Liaison (Elizabeth Barton)

Board President (Kathryn Etheridge)

Board Vice President

Executive Advisor

Financial and Business Advisor

Board Operations Advisor

Communication Advisor

Parliamentary Advisor

Information and Computing Technology Advisor

Special Events, Coordination, and Planning Advisor

Public Relations Advisor

Creative and Graphic Design Advisor

Marketing Advisor

Steering Committee Representative, Board Liaison (Elizabeth Barton)

In this role, the Board Liaison is a non-voting position. The Board Liaison, serves as a link between the Steering Committee (of which the Board Liaison chairs) and the Advisory Board. This board member leads and cultivates the leadership of the board, providing insight and connections to community partners and faculty, and helps Advisory Board members work effectively. The Advisory Board Liaison supervises the Board President, and is a reference and advisor to all board members concerning board member activities, ideas, insights, and projects.

Board President (Kathryn Etheridge)

The Board President is in charge of overseeing board member activities and responsibilities related to making products and/or providing service-related opportunities. The Board President works with Advisory Board members, Steering Committee members, faculty, students, and community partners. The Board President enhances the mission of CommunityEngagement@Wayne by providing guidance to the Advisory Board while focusing on preventative and sustainable civic engagement opportunities. The Board President networks and meets with faculty, students, and community partners, investigating each entity's ideas, programs, and reviews material related to civic engagement and service learning; all information is reported to the board for further development and discussion. The Board President ensures a culture of collaboration and success by developing and mentoring Board Advisors to ensure their success in civic engagement and service learning through communication, surveys, and one-on-one meetings. The Board President enhances the mission and philosophy of CommunityEngagement@Wayne in the community and across the campus through meetings, lectures, and newsletter pieces. Focusing on children and families in poverty, the Board President ensures effective organizational planning and success by participating and strengthening cross-campus and community-wide partnerships. The Board President will work with appropriate CommunityEngagement@Wayne staff and faculty, Steering Committee members, to write grants, fundraise, and friendraise. The Board President reports activities, plans, and involvement to the CommunityEngagement@Wayne Steering Committee with the Board Vice President (and one other selected board member, as needed). The Board President helps represent the student community to the Steering Committee, bringing plans and reports to Steering Committee members. The Board President mentors each board member in their respective positions to ensure each member is successful. This person is actively engaged in decisions made by the board, as well as programs and events put on by the board. This position requires a year of commitment, beginning fall semester 2009 and ending fall semester 2010. This commitment includes participating in meetings, events, and trainings that may be in addition to board member meetings.

Board Vice President

The Board Vice President sustains the leadership of the board and its board members through supportive communication and affirmation. The Board Vice President works with board members, faculty, students to enhance the CommunityEngagement@Wayne in the community and around campus. The Board Vice President acts as liaison between the Advisory Board and the Steering Committee, with the Board President (and other selected board member, as needed) to report board involvement, development, and process. The Board Vice President attends meetings with Board President in the community where needed. This board member helps manage the general operations of the overall board, draft and disseminate surveys with Board President to assess program success and community needs, and assists in important decision-making, and maintains outside relationships. This person is actively engaged in decisions made by the board, as well as programs and events put on by the board. This position requires a commitment of service, starting fall semester 2009 and ending spring semester 2010. This commitment includes participating in meetings, events, and trainings that may be in addition to board member meetings.

Executive Advisor

The Executive Advisor board member is responsible for maintaining group information that is collected and decided upon during board meetings. The Executive Advisor manages: board member minutes by taking notes; prepares and works with appropriate board members to retain and present minutes; informs board members, faculty, students, and community partners of “open” meeting times; ensures excellent representation of CommunityEngagement@Wayne to students, faculty, and community partners. This person is actively engaged in decisions made by the board, as well as programs and events put on by the board. This position requires a commitment of service, starting fall semester 2009 and ending spring semester 2010. This commitment includes participating in meetings, events, and trainings that may be in addition to board member meetings.

Financial and Business Advisor

The responsibilities of the Financial and Business Advisor are to keep record of the board’s funding pool, keep track of expenditures, publish expenditure reports, and inform other board members of budget and expenses. The Financial and Business Advisor prepares and explains reports to board members during meetings when needed; prepares reports to be submitted to CommunityEngagement@Wayne Steering Committee and Advisory Board through the Board President, and Board Vice President, and works with appropriate technology and board members to store and update financial reports. This board member is responsible for analyzing operations, costs, and revenues that are financially related to board activities and/or processes, plans. This person is actively engaged in decisions made by the board, as well as programs and events put on by the board. This position requires a commitment of service, starting fall semester 2009 and ending spring semester 2010. This commitment includes participating in meetings, events, and trainings that may be in addition to board member meetings.

Board Operations Advisor

The Board Operations Advisor makes sure meetings run smoothly and is a support to each person at the meeting. This board member assists the Board President in facilitating meetings and makes sure each board member has had a chance to participate in events, discussions, and decisions. This board member is also the timekeeper, making sure board meeting start and end on time, and helps to focus board members ideas during meetings. This board member tracks board member attendance by taking roll call and reports roll call to the Executive Advisor. The Board Operations Advisor works with Board President and/or Board Vice President to prepare a meeting agenda, distributes agendas prior to meeting, provides copies of agenda to meeting participants and board members. This board member works with appropriate board members to complete task required as the Board Operations Advisor. Furthermore, the Board Operations Advisor will help appropriate board members research other campus and community activities/opportunities regarding civic engagement and civic reflection so the Advisory Board events and plans are timely and not repetitive. This person is actively engaged in decisions made by the board, as well as programs and events put on by the board. This position requires a commitment of service, starting fall semester 2009 and ending spring semester 2010. This

commitment includes participating in meetings, events, and trainings that may be in addition to board member meetings.

Communication Advisor

The Communication Advisor is the point person for communicating activities of the board to the community and campus, and will work with appropriate board members to convey certain messages to the community and campus. Secondly, to determine how the Advisory Board can be most effective in the community at large, this board member develops and distributes qualitative and quantitative surveys (formal and informal). These surveys will range from understanding the needs of the community, understanding the level of excitement and/or knowledge regarding service learning and civic engagement among students and faculty, etc, as well as understanding our own roles as board members and documenting progress. These surveys will be used for reporting to the Steering Committee, CommunityEngagement@Wayne, and the Honors College Dean's office. The Communication Advisor will work with appropriate board member(s) to aggregate and disseminate information to the Advisory Board. The Communications Advisor will also help suggest possible plans for faculty course requirements, including academic service learning opportunities that include local, state, national, and international opportunities, for faculty and students at Wayne State University Honors College. This person is actively engaged in decisions made by the board, as well as programs and events put on by the board. This position requires a commitment of service, starting fall semester 2009 and ending spring semester 2010. This commitment includes participating in meetings, events, and trainings that may be in addition to board member meetings.

Parliamentary Advisor

The Parliamentary Advisor will assist the entire board in building board policies for operation and conduct. The Parliamentary Advisor board member maintains that all board practices, bylaws, policies and processes are ethical, accountable, and transparent to the Steering Committee. The Parliamentary Advisor will make sure all board operations are legal to ensure positive board behavior, and ethical responsibility, to the community and campus. This board member exists to remind board members of policy, assists in developing board member agreements, and maintains positive leadership roles by reminding board members of their authority at CommunityEngagement@Wayne, in the community, and on campus. This person is actively engaged in decisions made by the board, as well as programs and events put on by the board. This position requires a commitment of service, starting fall semester 2009 and ending spring semester 2010. This commitment includes participating in meetings, events, and trainings that may be in addition to board member meetings.

Information and Computing Technology Advisor

The Information and Computing Technology Advisor serves to highlight board activities, events, processes, electronically through available media outlets on campus. The Information and Computing Technology Advisor works with appropriate board members to keep an electronic record of board

activities and/or involvement, assist in developing technology related projects, presentations, advertisements, and/or resources for board members, community partners, faculty, and students. This board member will serve as an educator to other board members about new social media and other technology related resources. The Information and Computing Technology Advisor will help appropriate board members to manage the Advisory Board webpage, work with appropriate faculty to put board activities on the CommunityEngagement@Wayne website. This board member may assist with projects that include maintaining a social networking site for the Community of Scholars and Honors College students to connect, reflect, and or socialize about civic engagement and/or civic reflection. This board member will help other board members advertise events across campus and work with permission from Steering Committee, appropriate student organizations, and/or campus departments. This person is actively engaged in decisions made by the board, as well as programs and events put on by the board. This position requires a commitment of service, starting fall semester 2009 and ending spring semester 2010. This commitment includes participating in meetings, events, and trainings that may be in addition to board member meetings.

Special Events, Coordination, and Planning Advisor

The Special Events, Coordination, and Planning Advisor works with the board members to plan, develop, and flesh out ideas for civic engagement opportunities that are prevention focused. This board member has a specific focus and works with the Board President: to plan social events for the Community of Scholars Scholars and Honors College students, and help board members and community partners to coordinate and plan prevention-focused, service oriented opportunities aimed at reducing racism, social stigma, and poverty in inner-city Detroit. This is a collaborative effort among all board members, but the event planning process and coordination is the primary aspect of this board member's responsibility. The Special Events, Coordination, and Planning Advisor works with appropriate board members and campus offices to carry out event plans for successful coordination and advertisement. This person is actively engaged in decisions made by the board, as well as programs and events put on by the board. This position requires a commitment of service, starting fall semester 2009 and ending spring semester 2010. This commitment includes participating in meetings, events, and trainings that may be in addition to board member meetings.

Public Relations Advisor

The Public Relations Advisor promotes the mission of CommunityEngagement@Wayne, promotes programming and events, and also works with appropriate board members to advertise special events and/or activities planned by the Advisory Board. The Public Relations Advisor also works with the Board President to increase awareness of civic engagement, civic reflection, and service learning to faculty, students, and community partners. The Public Relations Advisor will work with the Board President, and appropriate board embers, to develop a showcase piece for the Honors College newsletter reporting board activities, events, and advertise success stories of Wayne State Scholars and Honors Students regarding civic engagement, civic reflection, and service learning. This person is actively engaged in decisions made by the board, as well as programs and events put on by the board. This position

requires a commitment of service, starting fall semester 2009 and ending spring semester 2010. This commitment includes participating in meetings, events, and trainings that may be in addition to board member meetings.

Creative and Graphic Design Advisor

The Creative and Graphic Design Advisor work with appropriate board members to promote the mission of CommunityEngagment@Wayne through electronic and print media. This board member will create advertising media using esthetic design concepts and layout. The Creative and Graphic Design Advisor will help brand the Wayne State Scholars and Honors Students' projects and create advertisements with appropriate Honors College faculty and the Advisory Board President. As a possible project, with the assistance of other appropriate board members, a t-shirt could be designed for the Honors College, as well as other wearable items for a group of students interested or participating in civic engagement and service learning. This board member will help maintain the website and work closely with the Information and Technology Advisor with electronic media projects. The Creative and Graphic Design Advisor will prepare rough sketches of ideas during meetings with other board members when design is needed, and use appropriate computer software to complete a project(s). During the process of graphic design, the board member will make appropriate contact across campus and the community to market and complete the project(s). This person is actively engaged in decisions made by the board, as well as programs and events put on by the board. This position requires a commitment of service, starting fall semester 2009 and ending spring semester 2010. This commitment includes participating in meetings, events, and trainings that may be in addition to board member meetings.

Marketing Advisor

The Marketing Advisor will work with the Financial Advisor to keep track of funding of projects and events. The Marketing Advisor will research, identify, develop, and evaluate a marketing strategy based on community needs and interests to promote civic engagement and service learning. The Marketing Advisor will work to coordinate marketing activities and work with appropriate board members to market civic engagement and service learning activities across campus and in the community. The Marketing Advisor will work with appropriate board members to pitch service learning ideas, events, and programs to students, faculty, and community partners. This position requires a commitment of service, starting fall semester 2009 and ending spring semester 2010. This commitment includes participating in meetings, events, and trainings that may be in addition to board member meetings.